



September 14, 2011

Postal Customer
Pimmit Branch
Falls Church, VA

This is official notification that the Pimmit Branch, located at 7520 Leesburg Pike, Falls Church, VA will discontinue operations effective close of business on November 10, 2011. If you are currently receiving letter carrier delivery, there will be no change to your delivery service.

If you are a post office box customer, you have the option of post office box delivery at the Falls Church Finance Station located at 800 W Broad St, Falls Church, VA, or you may receive carrier delivery at your residence. You may be entitled to a partial refund of your prepaid Post Office Box rent. Please see the window clerk for details. You will be required to change your mailing address if you are currently renting a Post Office Box.

Movers Guides are included for your convenience to notify the Postal Service and correspondents of your new mailing address.

Full retail service hours at the Falls Church Finance Station are from 9:00 a.m. to 5:00 p.m., Monday through Friday and 9:00 a.m. to 12:30 p.m. on Saturday. The post office box lobby is open 24 hours for customer convenience. Other offices available to offer post office box service include the Dunn Loring Branch of Vienna, VA located 2.2 miles and the Merrifield Retail Unit located at 8409 Lee Highway, Merrifield.

Please note that the Postal Service has developed a number of convenient offerings that can save customers a trip to the Post Office. Customers can buy stamps online through our website at www.usps.com or by phone at 1-800-STAMP24. Our Click-N-Ship service on www.usps.com enables customers to print shipping labels with postage for Express Mail and Priority Mail and request that the items be picked up via our Carrier Pickup Program. Customers also can place their mail on hold, file a change-of-address order, or request the redelivery of an item for which a notice was left by calling 1-800-ASK-USPS or visiting www.usps.com.

If you have any questions, you may call Donna Bradley, Postmaster, Falls Church, VA, at 703-532-8504.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "George S. Chichester".

George S. Chichester
Sr. Manager, Post Office Operations
8409 Lee Highway
Merrifield, VA 22081-9998

Enclosures